

OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



STRS TPA 403B Enrollments Interface Information Package



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/02/10	Lolly Gunter	Created the interface package.

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I. INTRODUCTION

This is a monthly inbound interface file from JEM containing enrollment information for employees who have elected/changed/cancelled a 403b savings plan.

This interface provides MyCalPAYS with updated employee 403b savings plan enrollment data.

Background

Develop a new inbound, fixed length interface program that uploads the Excel file retrieved from the JEM Secure FTP Website into MyCalPAYS. The file is downloaded around the 15th of every month and must be processed prior to SCO's Payroll Master Cut-off. It provides changes to the employee's 403b savings Plan.

Email is sent from JEM to SCO every month about the availability of the change file on the JEM's Secure FTP Website.

When executing in Production Mode and any data error occurs, and in case of Employee locked records, give details on the output screen/spool and don't send to vendor.

Selection Criteria

Select all SSN's found on the file. Look up employee on SAP. If an employee exists in SAP, regardless of status, search by the Personal ID Number (Social Security Number) field name PERID, Table name P0002, Infotype 0002.

- If this employee exists on SAP, process the record through the interface logic. Get the PERNR from IT0002 for each SSN's in the inbound file. Use these PERNRs to get the main assignment from IT0712. This main assignment will have an IT0169 record updated (create/change/delete).
- If this employee does not exist on SAP, write the record to an output file IN THE EXACT SAME FORMAT AS THE INPUT FILE. Do not process the record through the interface logic. (This file may then be imported to legacy.)

Business Rules

1. Select the 9th char from the "PlanID" field on the inbound file. If the 9th char = 1/2/3 then process further or generate an error message. If the 9th char = 1, then the corresponding savings plan (IT0169) in MyCalPAYS = C201. If the 9th char = 2, then the corresponding savings plan (IT0169) in MyCalPAYS = C221. If the 9th char = 3, then the corresponding savings plan (IT0169) in MyCalPAYS = C231.
2. If the record indicates 'New Contribution Amount' ≠ 0 (New enrollment), then:
 - Check if the employee already has a valid savings plan: C201, C221 or C231 in IT0169
 - If Yes, then this is a Change record. Go to Business Rule #4.
 - If No, then this is a New enrollment record. Continue processing.

- Create a new record in IT0169 (Savings Plan) with Benefit Area (P0169-BAREA) = 01, Benefit Plan Type (P0169-PLTYP) = C200, Benefit Plan (P0169-BPLAN) = C201/C221/C231 (which is determined as per Rule#1) .
- Access function module “ZPY_PAY_DATES_FROM_PAYAREA” with Parameter = 01, to identify the MyCalPAYS Payroll period and populate the Start Date as the first day of the employee’s pay period to be processed, the effective beginning date (P0169-BEGDA).
- Note the employee is not allowed to have a date other than the first date of the current MyCalPAYS Payroll Period. (Deduction cannot be established with a future or retroactive pay period).
- Use 12/31/9999 as the default End Date, the effective ending date (P0169-ENDDA).
- Enter the ‘New Contribution Amount’ value from inbound file in MyCalPAYS IT0169 - Pre-tax Contribution Amount field (P0169-EEAMT). Format = 99999.99. If the inbound excel file does not have any decimal number, include it while loading in MyCalPAYS followed by two zeros (‘00’) for the cents values.

Enter the period as ‘Monthly’ in MyCalPAYS IT0169 – Reference period for contributions –Period field (P0169-PERIO).

3. If the record indicates ‘New Contribution Amount’ = 0 (Delimit Enrollment), then:

- Check if the employee already has a valid savings plan: C201, C221 or C231 in IT0169
- If No, reject the record and generate an error message.
- If Yes, Delimit IT0169 (Savings plan) for benefit plan determined in Rule#1.
- Leave the Infotype Start Date as the effective beginning date (P0169-BEGDA).
- Access function module “ZPY_PAY_DATES_FROM_PAYAREA” with Parameter = 01, to identify the MyCalPAYS Payroll period and populate the End Date as the first day of the employee’s pay period to be processed, the effective ending date (P0169-ENDDA).

4. If the record indicates ‘New Contribution Amount’ ≠ 0 (Change), then:

- Copy the existing valid IT0169 (Savings plan) record, which automatically delimits the exiting IT0169 (Savings Plan).
- Access function module “ZPY_PAY_DATES_FROM_PAYAREA” with Parameter = 01, to identify the MyCalPAYS Payroll period and populate the Start Date as the first day of the employee’s pay period to be processed, the effective beginning date (P0169-BEGDA).
- Note the employee is not allowed to have a date other than the first date of the current MyCalPAYS Payroll Period. (Deduction cannot be established with a future or retroactive pay period).
- Use 12/31/9999 as the default End Date, the effective ending date (P0169-ENDDA).

- Enter the 'New Contribution Amount' value from inbound file in MyCalPAYS IT0169 - Pre-tax Contribution Amount field (P0169-EEAMT). Format = 99999.99. If the inbound excel file does not have any decimal number, include it while loading in MyCalPAYS followed by two zeros ('00') for the cents values.
Enter the period as 'Monthly' in MyCalPAYS IT0169 – Reference period for contributions –Period field (P0169-PERIO).
- While MyCalPAYS and Legacy are being run concurrently, input files will need to be split prior to being loaded into MYCALPAYS. It will be worked by SCO via the Report Output Screen/Spool.

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.
- File format used is tab, delimited.
- Format is a fixed length.
- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Ad-hoc <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____
Direction	<input checked="" type="checkbox"/> Inbound <input type="checkbox"/> Outbound <input type="checkbox"/> Both
Source System	JEM
Target System	MyCalPAYS
Classification of Data	<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive
Data Volume Estimate	<input type="checkbox"/> One-time: _____ records <input checked="" type="checkbox"/> Recurring: <u>100 or less</u> records <u>every month</u> .
Scheduled	<input type="checkbox"/> Automatic <input checked="" type="checkbox"/> Manual (User Started)
Data Time Period	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____ Record Selection Scope: <input type="checkbox"/> New or Changed Records <input checked="" type="checkbox"/> All records
Selection Method of Records	<input type="checkbox"/> Allow user to select <input type="checkbox"/> Automatic (rules defined below) <input type="checkbox"/> Other: _____ Description: Select all records found on the file.
Deleted Data	N/A.
Future Transactions	Future transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description:

Retroactive Transactions	Retroactive transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description:
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FS HCM BN INT STRS TPA 403b ENROLLMENTS 030							S. YOUNG	9/20/2010				
Program Originating Format (Number, File Code, and Name)												
File Name:		STRS TRA 403b ENROLLMENTS			Format Title:							
#	FIELD	Description	Type	R/O/C	Field Values	Length	Begin Index	End Index	constraints			
1	Plan ID	Unique ID of Benefit Plan	Char	R			N/A	N/A				
2	SSNum	SSN	Integer	R		9	N/A	N/A				
3	Last Name	Last Name	Char	R			N/A	N/A				
4	First Name	First Name	Char	R			N/A	N/A				
5	Effective Date	Effective Date of 403b plan	Date	R		10	N/A	N/A	mm/dd/yyyy			
6	Previous Effective Date	Previous Effective Date of 403b plan	Date	R		10	N/A	N/A	mm/dd/yyyy			
7	New Contribution Amount	New deduction amount for 403b plan	Integer	R		8	N/A	N/A	Format Eg: 99999.99. If the file does not have any decimal number, include it while loading into MyCalPAYS followed by two zeros ('00') for the cents values.			
8	Previous Contribtuion Amount	Previous deduction amount for 403b plan	Integer	R		8	N/A	N/A				
9	New Contribution Percentage	New deduction percentage for 403b plan		R			N/A	N/A				
10	Previous contribution Percentage	Previous deduction percentage for 403b plan		R			N/A	N/A				
<div> <div>Labels:</div> <div> <input type="text"/> Standard <input type="text"/> Non-Standard <input type="text"/> No Labels </div> </div> <div> <div>Record Format:</div> <div> <input checked="" type="checkbox"/> Fixed - F <input type="checkbox"/> Variable - V <input type="checkbox"/> Undefined -U </div> </div> <div> <div>Record Length:</div> <div> <input type="text"/> </div> </div> <div> <div>Records Per Block:</div> <div> <input type="text"/> </div> </div> <div> <div>Blocksize:</div> <div> <input type="text"/> </div> </div> <div> <div>Input</div> <div> <input checked="" type="checkbox"/> </div> </div> <div> <div>Output</div> <div> <input type="checkbox"/> </div> </div> <div> <div>Page</div> <div> 1 of 1 </div> </div>												

V. FILE DEFINITIONS

File Name: STRS TPA 403b ENROLLMENTS

SAP Module: HCM-Benefits

Frequency: Monthly and On Demand

Source Field Requirements				Mapping Requirements	Target Field Requirements					
Source Field Name	Type	Max. Length	Optional?	Mapping Rule	SAP Table & Field	Type	Max. Length	Target Screen Program/No.	Field Description	Comments
Plan ID	Char	12		Select the 9 th char from the "PlanID" field on the inbound file. --> If the 9 th char = 1, then the corresponding savings plan (IT0169) in MyCalPAYS = C201. --> If the 9 th char = 2, then the corresponding savings plan (IT0169) in MyCalPAYS = C221 - -> If the 9 th char = 3, then the corresponding savings plan (IT0169) in MyCalPAYS = C231.	PA0169-BPLAN	CHAR	4		Benefit Plan	First record starts at the 5th row-Column A of the file.
SSNum	Integer	9			PA0002-PERID	CHAR	20		Social Security Number	
Last Name	Char				PA0002-NACHN	CHAR	40	Last Name	Last Name	

First Name	Char				PA0002-VORNA	CHAR	40	First Name	First Name	
Effective Date of 403b plan	Dats	10		Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.	N/A					
Previous Effective Date of 403b plan	Dats	10		Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.	N/A					
New deduction amount for 403b plan	CURR	8		Format Eg: 99999.99. If the file does not have any decimal number, include it while loading into MyCalPAYS followed by two zeros ('00') for the cents values.	PA0169-EEAMT	CURR	13		Pre-tax Contribution Amount	
Previous deduction amount for 403b plan	CURR	8		Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.	N/A					

New deduction percentage for 403b plan				Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.	N/A						
Previous deduction percentage for 403b plan				Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.	N/A						

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VI. FIELD VALIDATION

(From) System Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments
JEM	Plan ID	MyCalPAYS	PA0169- BPLAN	Select the 9th char from the “PlanID” field on the inbound file. --> If the 9th char = 1, then the corresponding savings plan (IT0169) in MyCalPAYS = C201. --> If the 9th char = 2, then the corresponding savings plan (IT0169) in MyCalPAYS = C221 --> If the 9th char = 3, then the corresponding savings plan (IT0169) in MyCalPAYS = C231.
JEM	SSNum	MyCalPAYS	PA0002- PERID	
JEM	Last Name	MyCalPAYS	PA0002- NACHN	
JEM	First Name	MyCalPAYS	PA0002- VORNA	
JEM	Effective Date of 403b plan	MyCalPAYS	N/A	This field value is based on business rule logic. Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.
JEM	Previous Effective Date of 403b plan	MyCalPAYS	N/A	Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.
JEM	New deduction amount for 403b plan	MyCalPAYS	PA0169- EEAMT	Format Eg: 99999.99 If the file does not have any decimal number, include it while loading into MyCalPAYS

				followed by two zeros ('00') for the cents values.
JEM	Previous deduction amount for 403b plan	MyCalPAYS	N/A	Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.
JEM	New deduction percentage for 403b plan	MyCalPAYS	N/A	Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.
JEM	Previous deduction percentage for 403b plan	MyCalPAYS	N/A	Though this field will be included in the input file, our MyCalPAYS interface program will ignore it. This information is not pertinent to SAP.